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The most significant contributions made by the Management Staff from October 1, 1960 through March 31, 1961 were as follows:

Records Management Staff

1. Obtained from six agencies of the USIB Community (Army, Navy Air Force, Atomic Energy Commission, State and Federal Bureau of Investigation) unilateral agreements on disposal standards for intelligence reference collections. These agreements permit destruction immediately of 1,000 cu. ft. of material and an additional accumulation of 3,000 cu. ft. on a continuing basis. We will also be able to prevent the accumulation of substantial volumes of these intelligence collections in the future. Prior to these agreements, no disposal standards existed for this type of material. Other USIB agencies can now destroy similar accumulations on the basis of our established disposal precedent.

2. Continued the use of shelf filing in adaptable areas to avoid the purchase of additional filing cabinets and safes and to make better utilization of office space. Completed 13 shelf file installations which resulted in the release of 135 safes and cabinets. The net savings for these 13 installations were \$16,208 in equipment, and 519 sq. ft. of floor space.

3. The disposition of Agency records was substantially increased. This, in part, was due to a threatened flood which motivated the destruction of over five tons of records and the removal of an additional 18 tons from offices to the Records Center.

Suggestion Awards Staff

1. The Suggestion Awards Committee received a total of 266 suggestions. During this period 65 ideas have been adopted. Forty-eight of these adopted suggestions earned the suggester \$3,545, and 17 earned Certificates of Appreciation. These awards represent net first year tangible savings of \$35,914, plus many intangible benefits. The quality of the suggestions continues to improve. The frequent showings of the film, "The Power of Suggestion," the workshops, and the lectures in the training classes are directly responsible for this gain, as well as the strong appeals to supervisors to use the Program as a management tool.

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Management Analysis Staff

1. A study of the non-CIA cable dissemination function resulted in transfer of the OCR Cable Center and part of RI/DS to the Cable Secretariat. This change effected a number of improvements in the administration of the function and in the service provided.

2. A proposed reorganization of RID Files was accepted. The reorganization permits the work processing to be put on a functionalized basis and assures better supervisory control. A number of procedural changes were included in this study.

3. A staffing guide was developed for the [] of RID []. The guide was used in determining the number of people necessary to perform the workload and provides a basis for detailing analysts to special projects, in accordance with variations in the work backlogs.

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4. Developed instructions for use by Headquarters DD/P RMD's in conducting records inventories, taking disposition action, and preparing records schedules. Similar, but more simplified, instructions and forms were developed for use at small field stations by personnel without records management experience.

5. Recommendations were accepted for improving pouch service for confidential and unclassified materials addressed to certain Far East stations. The changes cut the average transit times approximately in half and increased the frequency of runs with no additional cost to the Agency.

6. Completed a work simplification study of FE Support Staff procedures, resulting in 36 recommendations. The majority of these recommendations have been accepted; the remainder are being studied by the Division.

7. Prepared [] prescribing minimum security accountability records in the DD/P for various types of classified documents. Based on this notice, a standard log and internal control procedure for Area Divisions and Staffs was provided the DD/P-RMD. Adoption of this standard procedure will substantially reduce the current manhour requirements for logging and controlling documents and has been accepted.

8. A preliminary survey of SR [] was completed. The report covered 17 problem areas with recommendations for corrective action. The report was approved and we are now developing the recommendations to improve the internal management.

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9. Completed a study with recommendations covering standards for procurement, maintenance, and use of writing supplies and equipment as they relate to Project WALNUT. These recommendations have been accepted and are now being put into effect.

10. An analysis of Official Cover files was made to determine minimum record requirements. This resulted in identifying a high proportion of correspondence which can be destroyed without filing and the adoption of a form for summarizing integration actions. This proposal is now being put into effect.

Business Machines Service

1. Supervised the physical installation of the RCA 501 Computer System and activated the computer programs written under the supervision of this staff. As of May 1, 1961, the master personnel records and the vouchered payroll will be fully operational. As a result, IBM electric accounting machine equipment renting for \$2,711.00 per month, or \$36,532.00 a year will be discontinued on April 30, 1961. A reduction of machine operator personnel should be in order after May 1, 1961. An additional reduction in EAM rental of \$245.00 a month, or \$294.00 a year, resulted from processing Office of Training Applicant Test Scores by the computer. Operational target date of all basic programs, Personnel, Finance, Payroll and Supply is June 30, 1961.

2. Initiated a study of DD/P Field and Headquarters accounting procedures with the view to reducing clerical workload and expediting monthly closing of financial reports. These benefits will be realized through extended utilization of the RCA 501 Computer system and high-speed transmission of data from Field Stations. This study and the development of procedures should be completed in late 1961.

3. Completed and forwarded to the Bureau of the Budget an inventory of the Agency's ADP equipment (EAM and EDPM) installed and contemplated for FY '60, '61 and '62.

4. Investigated the need for or approved for purchase or rental 282 units of office business machines, inclusive of electric typewriters, calculating machines, dictating machines, flexowriters for Field and Headquarters, microfilm readers and a miscellany of time stamps, electric staplers, check protectors, etc.

Also separate from any relationship with the RCA 501 computer, approved the discontinuance of 21 items of EAM equipment which carried a monthly rental of \$2,351.00.

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5. Established schedules with the IBM Corporation for the removal, storage and relocation of the Agency's IBM equipment in cases of flood. The IBM Corporation agreed to perform these services without cost to the Agency.

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